

WORKERS' COMPENSATION FORMS AND PROCEDURES

- CA-1 (FEDERAL EMPLOYEE'S NOTICE OF TRAUMATIC INJURY):
 - To be completed whenever:
 - A technician sustains a traumatic injury in the performance of duty.
 - Injured technician may or will lose time from work on any day following the date of injury.
 - Disability for work may subsequently occur.
 - Supervisor and technician complete CA-1 when becoming aware of the job related accident or injury causing incident.
 - Form is submitted electronically.
 - NOTE: If claimant does not file within 30 days, COP is not authorized.
 - **DESIRABLE SUPERVISORY ACTIONS UPON RECEIPT OF A NOTICE OF INJURY:**
 - Talk to the technician immediately (or as soon as convenient or possible);
 - Personally investigate the incident;
 - Get witness statements
 - Determine if the accident was job related; and
 - Controvert COP if job-relatedness of injury is questionable, or the injury is not traumatic or not reported within 30 days of event.
- CA-2 (FEDERAL EMPLOYEE'S NOTICE OF OCCUPATIONAL DISEASE):
 - To be completed whenever:
 - The employee first becomes aware and/or is exposed to an occupational disease.
 - The technician may or will lose time from work on any day because of the disease; or
 - Disability for work may subsequently occur.
 - Supervisor and technician complete CA-2 when becoming aware of the occupational disease.
 - Form is submitted electronically.
 - NOTE: COP is not authorized
- CA-16 (REQUEST FOR EXAMINATION AND/OR TREATMENT)

- To be completed whenever:
 - Technician suffers a job related **TRAUMATIC** injury; and
 - Wants or needs to see a doctor.
 - Must be issued immediately upon receiving notice of injury:
 - In cases demanding immediate emergency treatment, supervisor may contact nearest qualified physician or hospital and **ORALLY AUTHORIZE TREATMENT**; but
 - CA-16 may **ONLY** be used for occupational illness or disease with **PRIOR OWCP APPROVAL**.
- CA-17 (DUTY STATUS REPORT):
 - To be completed whenever:
 - An injured or ill technician is totally disabled for duty; or
 - An injured or ill technician is unable to perform the full range of duties and responsibilities of the position to which assigned (LIGHT DUTY):
 - Should be accompanied by:
 - Copy of position description which assigned;
 - Copy of performance standards under which currently working; and
 - Request for physician to indicate which activities may be safely performed or accomplished by technician.
 - Physician should complete a CA-17 for every two-week (pay) period, or any part of that period, for which the technician is absent or restricted.
 - When physician authorizes light duty, supervisor must:
 - Contact technician immediately and direct to report on next duty day; and
 - Monitor technician's activities closely to ensure performance of duty of only authorized duties.
 - Duration of limitations on activity determine:
 - Whether period of limited duty is absorbed in present or related position without formal documentation; or
 - Whether HRO coordination and formal reassignment to other position for which technician is qualified is required.